REVIEWING AN OGE 450 REPORT



This guide covers the basic steps for filing, viewing and amending a OGE 450 report in FDM.

Compare/Reconcile Against a Previously Filed Report

It is recommended any time you review an OGE 450 report that you compare and reconcile the current OGE 450 report against the previous OGE 450 report.

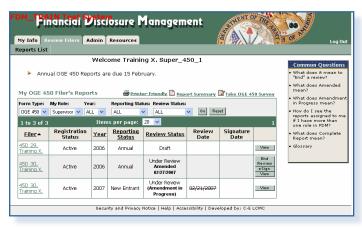
Selecting an OGE 450 Report to Review

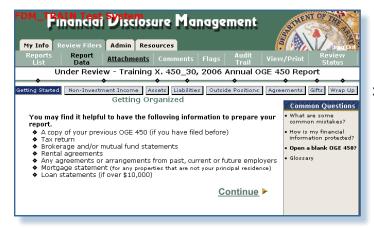
- **1.** On the Review Filer's page, select any combination of the following and click **Go.**
 - a. Form Type, OGE 450
 - b. Reviewer Role
 - c. Reporting and Review Status

Depending upon the filtering criteria you select, all reports that have been signed and submitted by your assigned filers are displayed.

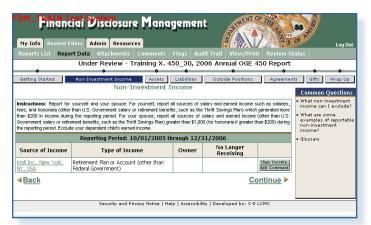
At this point, you can opt to End Review, eSign or View.

- Use End Review to signify that you have completed your review of a financial disclosure report.
- Use eSign when you have completed your review and are confident there are no conflicts of interest.
- View allows you to review the financial disclosure report online.
- Click View beside the appropriate report. The Getting Organized page is displayed for the OGE 450 report you are reviewing.









Reviewing a Report

In FDM, you can review report information by either navigating through the Report Data sections or by viewing/printing the report form. When reviewing the report form, you must return to the appropriate Report Data section to include any line item comments.

Reviewing the Report's Flags

Review any report flags to be sure all errors and omissions are addressed.

A red flag indicates required information is missing and that it must be provided before the report can be submitted. A yellow flag indicates that information is missing but is not required in order to submit your report.

- 3. Click Flags.
- 4. Review the report's flags. When complete, click either Report Data to return to the details of the OGE 450 you are reviewing or View/Print to view and print the financial disclosure report form.

Report Data

Select the appropriate report data sections and make any necessary comments.

Comments

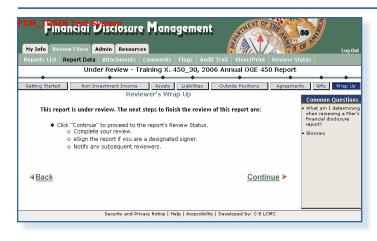
Comments can be added to specific line items or to the OGE 450 report itself as substantive or non-substantive comments. A comment should be included as part of the OGE 450 of record, if it is a substantive comment that provides additional information, a clarification, or a correction that materially affects the data reported on the OGE 450.

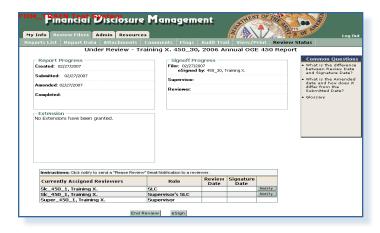
Only the Supervisor and Senior Legal Counsel can designate that a comment is included in the OGE 450 of record.

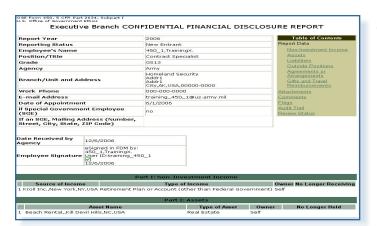
- **6.** Click **Add Comment** beside the appropriate line item.
- **7.** Review any existing reviewer or filer comments.

Note: Only select, **Include as part of the OGE 450 of Record** if you want to include this comment publicly with the financial disclosure report.

8. Type your comment and click Save.







Wrap Up

- When you have completed your review, click Wrap Up.
- 10. Click Continue.

eSigning an OGE 450

- 11. On the Review Status page, click eSign. A security message displays asking if you wish to proceed to the digital signature page.
- 12. Click OK.
- 13. Click eSign. Your report has been submitted.

An e-mail message is sent to the next set of reviewers indicating that the report is awaiting their review.

Ending the Review

A reviewer can End Review to signify that they have completed their review of a financial disclosure report. Ending a review is not the same as eSigning a report in that it does not sign the report.

- **14.** On the Review Status page, click **End Review**. A message displays indicating that if the filer amends this report your set review date will be invalid.
- **15.** Click **OK** to continue. The Review Status page is displayed.

For additional instructions on reviewing an OGE 450 report, click **View/Print** and then select OGE 450 Instructions.

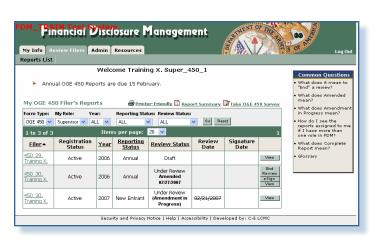
Viewing and Printing A Report

At any time, you can view and print a financial disclosure report.

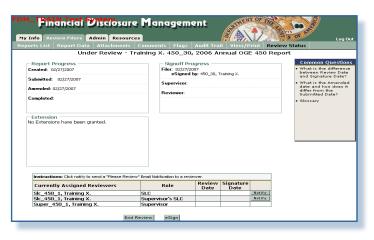
- On the Review Filers | Reports List page, click view beside the appropriate report.
- Click View/Print and then click View/Print again. The financial disclosure report displays in a separate browser window.

Printing a Report

3. Select File | Print and then click Print



Financiai Disclosure Management My Info Review Filers Admin Resources ts Flags Audit Trail Under Review - Training X. 450 30, 2006 Annual OGE 450 Report Audit Trail Common Questions (listed in reverse chronological order) Role Date Name 02/27/2007 11:01 Filer 450_30, Training X. E-Signed 02/27/2007 11:01 Filer 450_30, Training X. Recertified Report 02/27/2007 11:00 Filer 450_30, Training X. Amended Report 02/27/2007 10:42 Filer 450_30, Training X. E-Signed 02/27/2007 10:42 Filer 450_30, Training X. Submitted Report 02/27/2007 08:51 Filer 450_30, Training X. Created Report Security and Privacy Notice | Help | Accessibility | Developed by: C-E LCMC



Reviewing an Amended OGE 450 Report

You must digitally sign the OGE 450 report again when a filer amends a financial disclosure report in FDM.

- On the Review Filer's page, select any combination of the following:
 - a. Form Type, OGE 450
 - b. Reviewer Role
 - c. Reporting and Review Status
- 2. Click Go.

You will notice the Review Date for the OGE 450 report you previously reviewed is crossed out. This indicates that the report was amended and needs to be reviewed once again.

Click View beside the appropriate report. The Getting Organized page is displayed for the OGE 450 report you are reviewing.

Audit Trail

Review the Report's Events to verify if your recommended changes where made by the Filer.

4. Click Audit Trail. The Audit Trail page displays.

Reviewing a Report's Events

- **5.** Review the Report's Events to verify if your recommended changes where made.
- Click View Event beside Edit Asset. The View Audit Trail Event page displays.

Reviewer's Wrap-Up

- Click Report Data and then Wrap Up. The Reviewer's Wrap Up page is displayed.
- **8.** Click **Continue**. The Review Status page is displayed.
- **9.** Review the report and signoff progress.

At this point, you can opt to End Review or eSign the report.

- 10. eSign the report.
- **11.** Click **Report List** to continue reviewing financial disclosure reports in FDM.